

**U. S. DEPARTMENT OF ENERGY  
OFFICE OF SCIENCE - CHICAGO OFFICE**

**ORDER**

SC-CH O 541.1C

**SUBJECT: CONTRACTING AUTHORITY AND  
RESPONSIBILITIES**

Issued: 06/19/06  
Sunset Review: 06/19/08  
Expires: 06/19/10

1. **OBJECTIVE.** To identify the Office of Science-Chicago Office (SC-CH) Contracting Officers by name, position, and functional area and limitations on their authority in accordance with Paragraph 4.k. of DOE Order 541.1B.
2. **CANCELLATION.** CH Order 541.1B, Contracting Authority and Responsibilities, issued 10/04/04.
3. **APPLICABILITY.** The provisions of this Order apply to all elements of SC-CH, Ames Site Office, Argonne Site Office, Berkeley Site Office, Brookhaven Site Office, Fermi Site Office, New Brunswick Laboratory, Princeton Site Office, and Stanford Site Office.
4. **DISCUSSION.** This document is not a delegation of authority. Among other things, this document covers the Contracting Officer appointment process and limitations of authority. SC-CH Contracting Officers are subject to the requirements and limitations contained herein.
  - a. **Disclaimer.** This issuance does not confer, modify, or terminate authorities or responsibilities. Site Office Managers, SC-CH assistant managers, directors, or other Management Council members have full responsibility and authority for their functional areas. For Contracting Officers under their supervision, they may impose whatever administrative limitations they deem necessary provided there is no conflict with this Directive.
  - b. **Delegation.** The Chief Operating Officer (COO) of the Office of Science (SC) has been designated the SC Head of Contracting Authority (HCA), as authorized by memorandum dated April 20, 2004, with the attachment dated April 15, 2004.
  - c. **Appointment.** Anyone designated as SC COO or as Acting SC COO is the SC-HCA and is a Contracting Officer, subject to the limitations set forth in the redelegation authorization. All other Contracting Officer appointments are made by individual Certificates of Appointment designating the Contracting Officer by name and the position held and identifying the functional area or areas for which the exercise of Contracting Officer authority is authorized. To the extent such individuals hold valid Certificates of Appointment and occupy the designated positions, they are Contracting Officers and are subject to the limitations for the applicable position set forth herein. All nominations for appointment of a Contracting Officer shall be reviewed by the Director, Support Division, Office of Acquisition and Assistance (ACQ), SC-CH, concerning verification of Personal Qualifications pursuant to DOE Order 541.1B. Also, Conflict of Interest clearance shall be obtained from the Chief Counsel or the Deputy Chief Counsel, SC-CH, and the Designating Official before any appointment is made where the

**DISTRIBUTION:** All SC-CH and Supported  
Site Office Employees

**INITIATED BY:** Office of Acquisition and Assistance

employee was not previously designated a "supervisory employee" pursuant to 10 CFR Part 1010 (i.e., DOE Conduct of Employees Regulations).

- d. General Limitations of Authority. All Contracting Officer appointments are subject to the following general limitations:
- (1) the limitations contained in the Federal Acquisition Regulation, DOE Acquisition Regulation, DOE Financial Assistance Rules, ACQ acquisition and assistance policies and procedures and other official implementing issuances and communications including, but not limited to, those issued by the Office of Science COO and/or the Manager, SC-CH;
  - (2) the limitations contained in other applicable laws, regulations and Executive Orders;
  - (3) the requirements and procedures contained in the current DOE Order 541.1B, Subject: Appointment of Contracting Officers and Contracting Officer's Representatives;
  - (4) the requirements and procedures contained in the current CH Order 971.1B, Subject: Review and Approval of Acquisition and Assistance Actions;
  - (5) nondefinitive prime actions require the prior written approval of the Assistant Manager, ACQ;
  - (6) termination of prime actions requires the prior written approval of the Assistant Manager, ACQ; and
  - (7) any action may be required to be submitted to the HCA or his designee for prior approval.
- e. Specific Limitations of Authority. Attachment A of this Order sets forth specific limitations on the exercise of Contracting Officer authorities; in no event shall the aggregate amount (i.e., the price or estimated cost of performance) involved in any one action, including amounts funded by sources other than DOE, exceed the pertinent specified limitation without obtaining the necessary review/approval. The specified limitations are inapplicable to modifications to instruments when they involve only periodic increases (or decreases) of funds obligated when funds for such purposes have been allotted and set forth in an approved financial plan.
- f. Defined Limitations of Authority. Subject to the limitations of authority described above, the authority of Site Office Contracting Officers is limited to that authority necessary to carry out all actions required for site maintenance and operation. This includes the authority to carry out all requirements of the Performance-based Management Contract (including subcontracts, Cooperative Research and Development Agreements, and Work for Others review/approval, and execution of special bank account agreements), as well as authorization to execute and manage site-related Military Interdepartmental Procurement Requests (MIPRs), Interagency Agreements (whether funds-in or funds-out), simplified acquisitions, utility contracts, and other prime contracts (e.g., for site security, maintenance, and other support services).

- g. Contracting Officer Representative (COR) Appointments. Contracting Officers have authority to appoint CORs as required by DOE Order 541.1B by means of a formal designation letter. Heads of Departmental elements have been requested to name only a project manager/initiator in block 12 of the DOE 4200.33 (PR) who has satisfied the qualifications for COR designation. No additional verification will be required, except as contained in the Designation of Technical Manager (AA-50) letter.
- h. Termination of Appointment. Upon a Contracting Officer receiving a notice of Termination of Appointment, the Contracting Officer must immediately return the original Contracting Officer Certificate of Appointment to the Director, Support Division, ACQ.

**CONTRACTING OFFICER LIMITATIONS**

<b><u>Office/Name</u></b>	<b><u>Position</u></b>	<b><u>Functional Area</u></b>	<b><u>Limitation Footnotes</u></b>
<b><u>Office of Acquisition and Assistance</u></b>			
Johnnie D. Greenwood	Assistant Manager, Acquisition and Assistance	Procurement Contracts	1
		Sales Contracts	1
		Assistance Instruments	4
Patricia J. Schuneman	Deputy Assistant Manager, Acquisition and Assistance	Procurement Contracts	1
		Sales Contracts	3
		Assistance Instruments	4
James R. Bieschke	Director, Special Programs Division	Procurement Contracts	1
		Sales Contracts	3
		Assistance Instruments	4
Eric M. Simpson	Director, Operations Division	Procurement Contracts	1
		Assistance Instruments	3
		Sales Contracts	4
Cynthia A. Anderson	Team Leader	Procurement Contracts	1, 2
		Assistance Instruments	5
		Sales Contracts	3
Gaile A. Higashi	Team Leader	Procurement Contracts	1, 2
		Assistance Instruments	5
		Sales Contracts	3
Marlene E. Martinez	Team Leader	Procurement Contracts	1, 2
		Assistance Instruments	5
		Sales Contracts	3
Vicki L. Phillips	Team Leader	Procurement Contracts	1, 2
		Assistance Instruments	5
		Sales Contracts	3
Christopher D. Swierczek	Team Leader	Procurement Contracts	1, 2
		Assistance Instruments	5
		Sales Contracts	3
Barbara J. Lewandowski	Team Leader	Procurement Contracts	1, 2
		Assistance Instruments	5
		Sales Contracts	3

<b><u>Office/Name</u></b>	<b><u>Position</u></b>	<b><u>Functional Area</u></b>	<b><u>Footnotes</u></b>
John P. Motz	Team Leader	Procurement Contracts Assistance Instruments Sales Contracts	1, 2 5 3
Roberta D. Ahlberg	Procurement Analyst	Procurement Contracts Assistance Instruments Sales Contracts	1, 2 5 3
Tanga R. Baylor	Contract Specialist	Assistance Instruments	7
Denise Clarke	Contract Specialist	Assistance Instruments	7
Michael Hill	Contract Specialist	Assistance Instruments	7
Lynda Keammerlen	Contract Specialist	Assistance Instruments	7
Kristin E. Palmer	Contract Specialist	Assistance Instruments	7
Earlette M. Robinson	Contract Specialist	Assistance Instruments	7
Mary Lou Zambrano	Contract Specialist	Assistance Instruments	7
Pamela R. Rapcan	Purchasing Agent	Simplified Acquisitions	6
<b><u>Ames Site Office*</u></b>			
Roxanne E. Purucker	Site Office Manager	Administration Only	10
Thomas J. Harrison	Contract Specialist	Procurement Contracts Sales Contracts	1, 2 3
<b><u>Argonne Site Office*</u></b>			
Robert C. Wunderlich	Site Office Manager	Administration Only	10
Sergio E. Martinez	Team Leader	Procurement Contracts Sales Contracts	1, 2 3
Rory S. Simpson	Contract Specialist	Procurement Contracts Sales Contracts	1, 2 3
Jennifer A. Stricker	Laboratory Mgmt. Specialist	Procurement Contracts Sales Contracts	1, 2 3

<b><u>Office/Name</u></b>	<b><u>Position</u></b>	<b><u>Functional Area</u></b>	<b><u>Footnotes</u></b>
<b><u>Berkeley Site Office*</u></b>			
Aundra Richards	Site Office Manager	Procurement Contracts Sales Contracts	1, 2 3
Randolph Gon	Contract Business Analyst	Procurement Contracts Sales Contracts	1, 2 3
Charles W. Marshall	Contract Specialist	Procurement Contracts Sales Contracts	1, 2 3
Maria C. Robles	Contract Specialist	Procurement Contracts Sales Contracts	1, 2 3
Sandra R. Silva	Contract Business Mgr.	Procurement Contracts Sales Contracts	1, 2 3
<b><u>Brookhaven Site Office*</u></b>			
Michael D. Holland	Site Office Manager	Administration Only	10
Robert P. Gordon	Supervisory Contract Specialist	Procurement Contracts Sales Contracts	1, 2 3
Evelyn Landini	Contract Specialist	Procurement Contracts Sales Contracts	1, 2 3
Kim Nekulak	Purchasing Agent	Simplified Acquisitions	9
<b><u>Fermi Site Office*</u></b>			
John C. Chapman	Contract Specialist	Procurement Contracts Sales Contracts	1, 2 3
Dennis L. Wilson	Contract Specialist	Procurement Contracts Sales Contracts	1, 2 3
<b><u>Princeton Site Office*</u></b>			
Jerry W. Faul	Site Office Manager	Procurement Contracts Sales Contracts	1, 2 3
Raymond M. Kimble	Administrative Team Leader	Procurement Contracts Sales Contracts	1, 2 3

<b><u>Office/Name</u></b>	<b><u>Position</u></b>	<b><u>Functional Area</u></b>	<b><u>Footnotes</u></b>
<b><u>Stanford Site Office*</u></b>			
Tyndal L. Lindler	Contract Business Mgr.	Procurement Contracts Sales Contracts	1, 2 3
Georgia M. McClelland	Contract Specialist	Procurement Contracts Sales Contracts	1, 2 3
Katherine Woo	Institutional Business Manager	Procurement Contracts Sales Contracts	1, 2 3
<b><u>New Brunswick Laboratory</u></b>			
Judy A. Wolfe	Purchasing Agent	Simplified Acquisitions	9
<b><u>Office of Human Resources Services</u></b>			
Linda Media	Human Resources Spec.	Simplified Acquisitions	11

\*See Paragraph 4.e., on Page 2 of this Order for Defined Limitations of Authority.

**LIMITATION FOOTNOTES**

<u>Type of Action</u>	<u>Highest Required Prior Review/Approval Level</u>
1. <ul style="list-style-type: none"> <li>• Prime Acquisition Actions \$10M or more*</li> <li>• Subcontracts (Consent or Approval) \$25M or more</li> <li>• Competitive acquisition solicitations which may result in a contract or multiple contract awards having a total value of \$10M or more*</li> <li>• Sales Contracts of \$10M or more*</li> </ul>	Director, Office of Procurement and Assistance Management & the SC Chief Operating Officer
2. <ul style="list-style-type: none"> <li>• Prime Acquisition Actions from \$5M to, but not including, \$10M*</li> <li>• Subcontracts (Consents or Approvals) from \$10M to, but not including, \$25M</li> </ul>	Assistant Manager Office of Acquisition and Assistance
3. <ul style="list-style-type: none"> <li>• Sale of products and services, including funds-in interagency agreements and other agreements for reimbursable work for others having a value from \$5 but not including, \$10M.</li> </ul>	Assistant Manager Office of Acquisition and Assistance
4. <ul style="list-style-type: none"> <li>• Prime Assistance Actions \$10M or more*</li> <li>• All other Financial Incentive Actions irrespective of amount</li> <li>• Subcontracts (Consent or Approval) \$25M or more</li> <li>• Solicitations which may result in a Financial Assistance or Financial Incentive award or multiple awards having a total value of \$10M or more*</li> </ul>	Director, Office of Procurement and Assistance Management & the SC Chief Operating Officer
5. <ul style="list-style-type: none"> <li>• Prime Assistance Actions from \$5M to, but not including, \$10M*</li> <li>• All other Financial Incentive Actions irrespective of amount</li> <li>• Subcontracts (Consents and Approvals) from \$10M to, but not including, \$25M</li> </ul>	Assistant Manager Office of Acquisition and Assistance



	<u>Type of Action</u>	<u>Highest Required Prior Review/Approval Level</u>
6.	<ul style="list-style-type: none"> <li>Simplified Acquisitions not to exceed \$25,000</li> </ul>	None
7.	<ul style="list-style-type: none"> <li>New and Renewal Prime Assistance Actions where the value of the proposed project period is <math>\leq</math>\$2,000,000 and the nature of the project is research, development, or demonstration or a research-related conference with a domestic educational or non-profit institution and revision amendments to those awards where the value is <math>\leq</math>\$2,000,000 on an individual basis.</li> <li>Other New and Renewal Prime Assistance Actions where the value of the proposed project period is <math>\leq</math>\$500,000 and revision amendments to those awards where the value is <math>\leq</math>\$500,000 on an individual basis.</li> </ul>	None
8.	<ul style="list-style-type: none"> <li>Simplified Acquisition Threshold (See FAR 13.101.)</li> </ul>	None
9.	<ul style="list-style-type: none"> <li>Simplified Acquisition Threshold (See FAR 13.101) and a GSA SMARTPAY Purchase Card with a single purchase limit up to \$25,000.</li> </ul>	None
10.	<ul style="list-style-type: none"> <li>Limited to Administration Activities for Designated Site Office Contract</li> </ul>	None
11.	<ul style="list-style-type: none"> <li>GSA SMARTPAY Purchase Card with a single purchase limit up to \$25,000.</li> </ul>	None

\* The \$10M threshold for Prime Acquisition actions includes the value of all options or estimates of un-priced options, any type of awardee cost share, any loans, loan guarantees, price support agreements, interagency agreements, and change orders and their definitization modifications. For Prime Assistance Actions, the \$10M threshold is the total value for the current project period, including any type of awardee cost share. For competitive acquisition and assistance solicitation actions, the \$10M includes the anticipated value of all priced or un-priced options, and required or anticipated awardee cost share for the expected duration of the acquisition or assistance awards.